

## CABLECOM TRAINING LTD ANTI-HARASSMENT POLICY

As part of its equal opportunities policy, Cablecom Training Ltd is committed to promoting a harmonious working environment, where every worker is treated with respect and dignity. No one should feel threatened, intimidated or degraded on grounds of race, colour, nationality, ethnic or national origins, sex, married status, sexual orientation, disability, physical characteristics, health, age, or religion or belief.

CableCom Training Ltd considers harassment of its staff, learners and visitors to be a serious offence and will not tolerate such behaviour from any members of its staff or from any of its learners.

Racial harassment includes racial abuse, either verbal or physical. An aggressive or offensive manner directed only at particular groups is harassment.

Sexual harassment includes any unwanted verbal or physical advances or sexually related remarks or actions which are offensive to the victims and cause them to be threatened, insulted or humiliated.

Harassment of persons with a disability includes remarks or actions, which draw attention to their disability and cause the victim to feel threatened, insulted or humiliated.

The policy also covers harassment that falls outside the categories referred to above, and that can be classed as bullying.

Harassment at work is unacceptable and will not be permitted or condoned. Examples might include:

- racially derogatory remarks or insults;
- graffiti or slogans;
- racist 'jokes', banter, ridicule or taunts.
- using a disparaging or offensive tone when communicating with people from certain racial groups.
- having un-realistic expectations of performance or imposing excessive workloads on people, based on their racial group;
- avoiding people because of their racial group;
- unnecessarily picking on individuals from particular racial groups;

All workers have a right to work in an environment that;

- is free from abuse or insults;
- is safe;
- promotes dignity at work
- encourages individuals to treat each other with respect
- values politeness;
- is open and fair; and
- encourages individuals to support each other

All workers should:

- encourage a person who says they have bullied or harassed to seek help, and be sensitive to their feelings; and
- refrain from taking part in, or encouraging or condoning, gossip, about cases of alleged or actual harassment or bullying.
- All complaints of harassment or racial discrimination will be treated seriously and dealt with promptly through the complaints procedure.
- Disciplinary action, including dismissal, may be taken against any worker found responsible for unlawful racial discrimination or harassment.
- All workers must follow this policy.

This policy has been endorsed by Clive Donnison (MD) and has the full support of the management/board.

The policy was approved on 01 Apr 2009, following consultation with senior management and workers.

Signature: *C. Donnison*

Date: 01/04/09